

Fairmount Home Meeting Agenda

Management Team

Date: October 4, 2012

Time: 9:30 a.m.

Place: Fairmount Boardroom

Members: Julie Shillington Mary Lake
 Deb Crawford Gail Williams
 Tom Mercer Rosemarie Christian Jones

1. Welcome and Introductions
2. Adoption of Minutes of the Previous Meeting
3. Additions to Agenda under Other Business
4. Delegations
 - a) OHN Student Presentation
5. Communications
6. Business Arising out of Minutes
 - a) **“We Love Your Opinion” Book**
 - b) Finger Food Policy
 - c) Ferno Chair Instruction Sheet
 - d) Medical Equipment-Policies/Auditing/Cleaning
 - e) Scent Awareness Policy
 - f) Care Carts with Doors
 - g) Use of QUAT Cleaner in Norovirus Outbreak
 - h) Well Project Progress
 - i) Hot Cart Replacement
 - j) Fire Drill Scenarios
 - k) County Eye Wash Signs
 - l) Snoozelen Policy
 - m) Fire Plan Updates
 - n) Knee Height Tool
 - o) Emergency Call Back List
 - p) Replacement Plan - Nursing Equipment

6. Business Arising out of Minutes

- q) Cafe Cash Register
- r) Single Linen Carts
- s) Door Protection on Med Rooms
- t) Manual Maintenance - P&P
- u) Shredder
- v) Abuse Policy Updates
- w) Hot Weather Guidelines
- x) Orientation Evaluation
- y) Replacement of Blue Sheets on 1North
- z) Emergency Plan Updates
- aa) Cheat Sheet for RNs-Support Service Call-Ins
- ab) Policy on Employee Incident Reporting Investigation
- ac) IP&C Nursing Audit Form
- ad) Rechargeable Batteries for Pagers
- ae) Humidity RFP
- af) Removal of Servery Hoods
- ag) Food Donations Policy
- ah) Sturdy Poles-Radiant Heat Paneled Ceilings
- ai) Equipment Inventory & Maintenance Policy Update
- aj) HyFIBRE Costs
- ak) Roof Leak
- al) IP&C Program Goals
- am) Canned Soup Usage
- an) New Chart Rack
- ao) Review of Ethics Policy
- ap) PSW Conference
- aq) Research Project
- ar) Charge for Electrocardiograms
- as) Centric Restorative Nursing Audit
- at) Resident Incident Reporting Codes
- au) Resident Identifiers on Chart
- av) Completion of Steam Diversion on New Steamer
- aw) Food Temperature Documentation/RD Updates in Diet Lists
- ax) Access to Care Care Email Account to be Deleted
- ay) Investigation re Deboning of Chicken and Detailing Shrimp

6. Business Arising out of Minutes

- az) Recruitment for Support Service Aides
- aaa) Montessori Methods of Dementia
- aab) Nursing Restorative Team
- aac) Nursing Wound Care Team
- aad) Pleasurable Dining Committee
- aae) Staff Sick Note

7. New Business

- a) Resident Care – Compliance, Accreditation, Classification
 - i) Compliance
 - ii) Accreditation
 - iii) Residents' Council Update
- b) Support Services
- c) Treasury
- d) Administration
 - i) Concerns
 - ii) Risk ID's
 - iii) Work Plan-Schedule Bomb Threat and Missing Person Exercise
- e) Human Resources
 - i) Staffing
- f) Health & Safety
 - i) Monthly Fire Drill
 - ii) Management Inspections

Schedule:

Tom – June 13, 2012, November 7, 2012

Rosemarie – February 8, 2012, July 11, 2012, December 12, 2012

Gail – March 7, 2012, August 8, 2012, January 11, 2013

Mary – April 11, 2012, September 12, 2012

Julie – May 9, 2012, October 10, 2012

- g) Information Technology
- h) Communications
- i) Education Information Sharing (Staff Attendance at Conventions/Workshops)

j) Quality Improvements/Audits

- i) Hazard Analysis Report (Quarterly-Nov)
- ii) Complaint Documentation Report (Quarterly-Dec)
- iii) Symptoms Report (Monthly-October report due in Nov)
- iv) Near Misses/Incident Reports (Quarterly-Nov)
- v) Restraint Audits (Monthly – done the 3rd week, report the 4th week)

8. Other Business

9. Confirmation of time, date and location of next meeting

10. Adjournment